

# Administrative Associate IV



CITY OF

**EAU  
CLAIRE**

## (**Human Resources**)

Contribute to our community while working in a small team environment in the Human Resources Department by providing resources and support to employees so that they can focus on serving Eau Claire citizens! We are currently accepting applications for an Administrative Associate IV. This position provides administrative support and receptionist duties for HR and Risk Management while utilizing independent judgement and knowledge of office procedures. Organize and coordinate various department-initiated events, update union contracts, process payments for the department, and more!

### What are we looking for?

Required:

- Associate's Degree in a related field
- Progressively responsible office experience
- OR equivalent combination of education and experience
- Excellent communication and organizational skills
- Proficiency in multi-tasking and Microsoft Office
- Valid Wisconsin Driver's License

### Why should you apply?

- Wage Range: \$23.47 - \$27.34 per hour
- Opportunity to serve your community by providing resources and support to our employees
- Flexible schedule
- Excellent Fringe Benefits (including health insurance, dental insurance, vacation time, sick leave, etc.)

### Join Our Team!

Apply online at [www.eauclairewi.gov/jobs](http://www.eauclairewi.gov/jobs).

Deadline: Open until filled, first review of applications Friday, October 2nd